

TOWN OF WENHAM
Position Description
FLSA: Non-Exempt

Position Title: **Mechanic / Heavy Equipment Operator** Department: Highway

Reports To: DPW Director / Highway Foreman

GENERAL SUMMARY:

Under general supervision of the Superintendent of Streets, performs skilled maintenance and repair work on all Town owned trucks, automobiles, hydraulic, and motorized equipment and tools. Drive and operate back hoe, front end loader and other heavy motorized equipment.

ESSENTIAL JOB FUNCTIONS *:

- Performs mechanical and electrical repair and maintenance work to a variety of heavy/light diesel, gasoline, liquid propane, and natural gas powered equipment.
- Performs emergency repairs in the field as necessary and responds to other related equipment emergencies.
- Disassembles and assembles engines and motors; rebuilds engines; replaces clutches and transmissions; tunes motors; adjusts and repairs brakes; repairs/troubleshoots electrical system problems. Maintains and repairs hydraulic systems.
- Performs body work involving black smithing and welding operations.
- Refers repair and maintenance projects related to warranty work and computerized operating systems to outside specialists.
- Performs repair and maintenance duties on stationary equipment such as gasoline and diesel pumps, plows and other related equipment.
- Purchases parts and supplies as authorized, maintains and updates related records, ensures adequate levels of inventory.
- Prepares and updates equipment files and service manuals.
- Establishes maintenance schedules for each piece of motorized equipment and maintains manual and computerized maintenance records.

- Ensures all work is performed in compliance with applicable safety regulations and department operating procedures.
- Responds to after hour weather emergencies (from stand by status), operates snow plowing, removal and sanding equipment and performs emergency repairs to equipment.

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OTHER DUTIES AND RESPONSIBILITIES:

- Responsible for loading and unloading materials and supplies.
- Conducts regular tests on a variety of motorized equipment to ensure proper and safe operating condition.
- Performs other related duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require knowledge equivalent to completion of four years of high school with special courses in automotive and heavy equipment maintenance and repair and five to seven years of related experience.

Must hold and maintain a Massachusetts CDL Class B driver's license, with air brake endorsement and a Department of Public Safety Class C operator's license.

Significant mechanical aptitude is required to repair and maintain a variety of motorized equipment.

Ability to follow detailed written instructions/repair manuals.

Interpersonal skills to interact with other Town employees and a variety of outside repair/service vendors.

Ability to troubleshoot electrical and mechanical problems and determine appropriate, cost effective solutions.

Must possess basic mechanic hand tools (metric and SAE).

ASE Certification preferred.

SUPERVISORY RESPONSIBILITY

May provide occasional technical supervision to other department employees assigned to assist in repair and maintenance activities on a project basis.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Continuous walking, standing and occasional climbing and working from heights and beneath vehicles. Occasional periods of strenuous physical exertion requiring ability to lift, carry, pull and position light to heavy weight objects using proper body mechanics and techniques.

Works on heavy diesel/gasoline powered equipment which causes loud noises, high vibrations and produces noxious fumes.

Exercises caution when working on top of or beneath heavy motorized equipment and when disposing of or transporting materials, such as used motor oil, transformer oil, antifreeze, batteries and related substances.

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WORKING CONDITIONS AND PHYSICAL DEMANDS (continued):

Activities typically performed in a garage environment with occasional exposure to temperature extremes, may make occasional on site repairs to vehicles in the field during a variety of adverse weather conditions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled, as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval

Date